Swift Shareholding Tools
Access

Detailed guidance on how to get access to the shareholding tools, including AGM, Shareholding Status, Share Re-allocation and Member-sub-member reports.

For internal and external use

20 November 2023

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Preface

About this document

The purpose of this document is to provide detailed guidance on how to access the various tools available for shareholders.

Intended audience

This document is for the following audience:

- Primary Business Contacts of Swift shareholding institutions
- Swift.com users with access to the application "Shareholding and e-AGM"
- National Member Group Chairpersons (NMGC) and Board Members
- Swift staff

First edition

This is the first edition of the document.

1 Introduction

Swift has developed several tools for institutions holding shares in Swift.

Those tools are available in a restricted area and can only be accessed by specific individuals, duly appointed by their institutions. Similarly, all communications related to shareholding are automatically sent to the same contact persons.

Important	Swift is unable to register/update a contact person on behalf of an institution, nor can it maintain manual contact lists. It is up to the institution to register and always maintain current and correct contacts.

2 Access the Swift shareholding tools

2.1 Who can access the Swift shareholding tools?

Access is restricted to those individuals, within shareholding institutions, appointed as Primary Business Contact and/or those with access to the application "Shareholder Information and AGM".

Access must be requested by the individual concerned and subsequently approved by the swift.com administrator within their institution.

To have more information on the role of the Primary Business Contact, please refer to this KB tip.

2.2 How to get access the Swift shareholding tools?

Please find below a simplified registration procedure in 3 steps. You can find detailed instructions about how to register in the swift.com registration and administration user guide as well as useful FAQ which are available under TIP2106959.
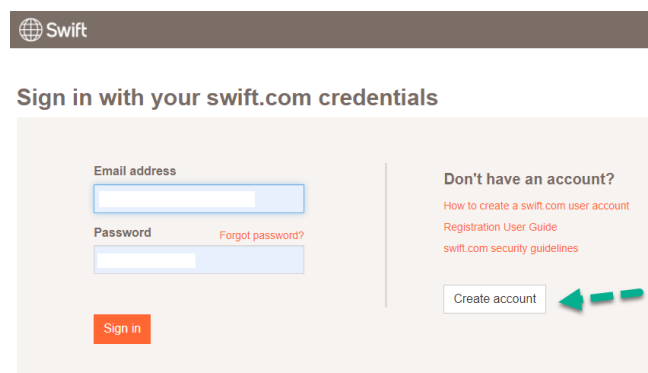
Step 1 - Get a www.swift.com log in

From the homepage of www.swift.com, click on "mySWIFT"
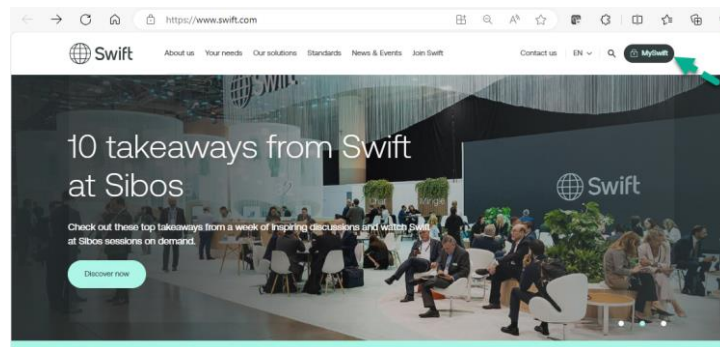
Click on "Login to mySWIFT"
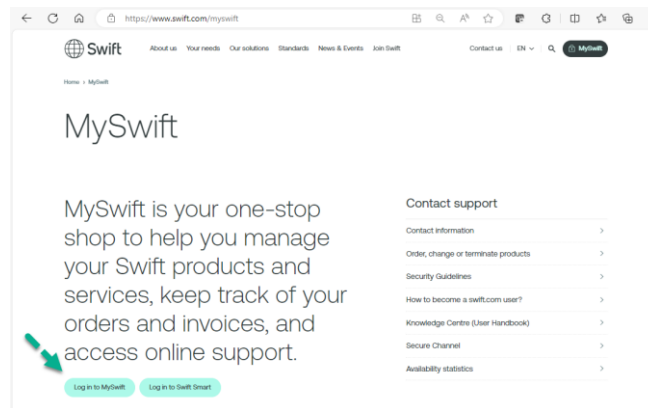
Request a new account by clicking on "Create Account" and fill in the form

The form will then be submitted automatically to the swift.com administrator for approval.

The swift.com administrator is the person within your institution who is responsible for granting access to swift.com.

You will be notified by email as soon as activated.

You can also watch the video "Become a swift.com user" here in case of questions on the two-step verification settings.
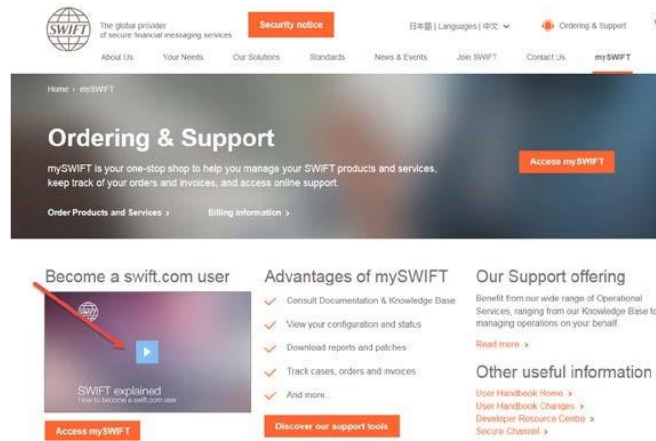
Step 2 – How to update your profile to get the role "Primary Business Contact"

Once you are a swift.com user and you have been notified by mail that your account has been activated, please request your swift.com administrator to grant you the role "Primary Business Contact" and to grant you access to the application "Shareholder Info and e-AGM".

Note How to know who is the swift.com administrator within your institution? The administrator is the person within your institution who can grant you access to a specific application or who can give you a specific role. You can contact him by email. To know who this person within your institution is, please go to "My tools"" in your "MySWIFT" profile.
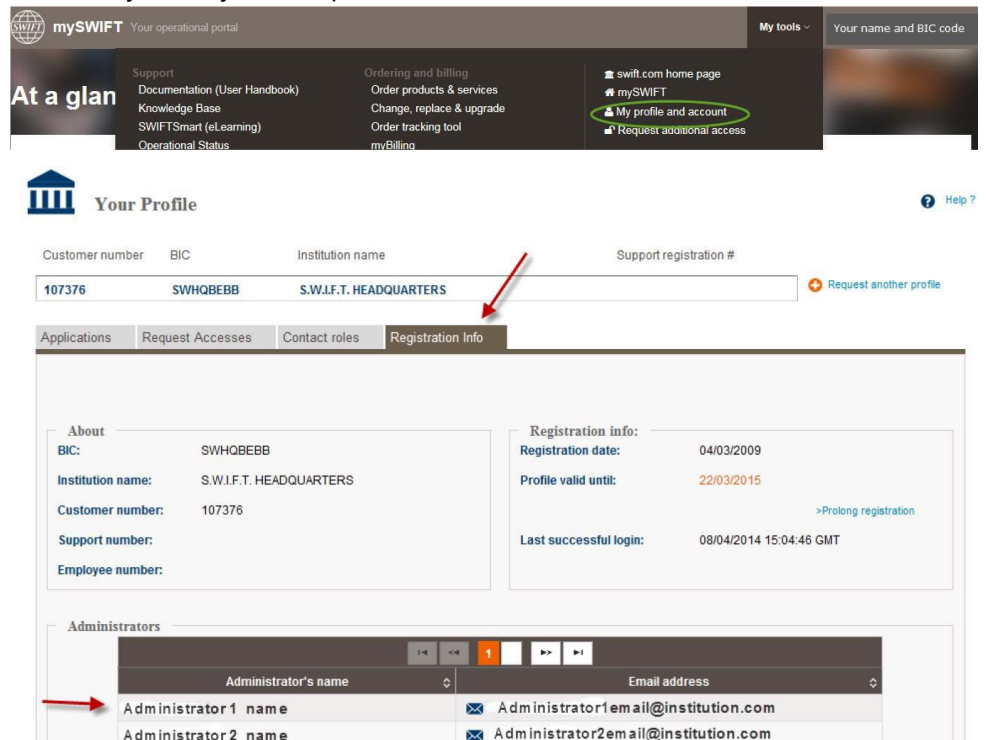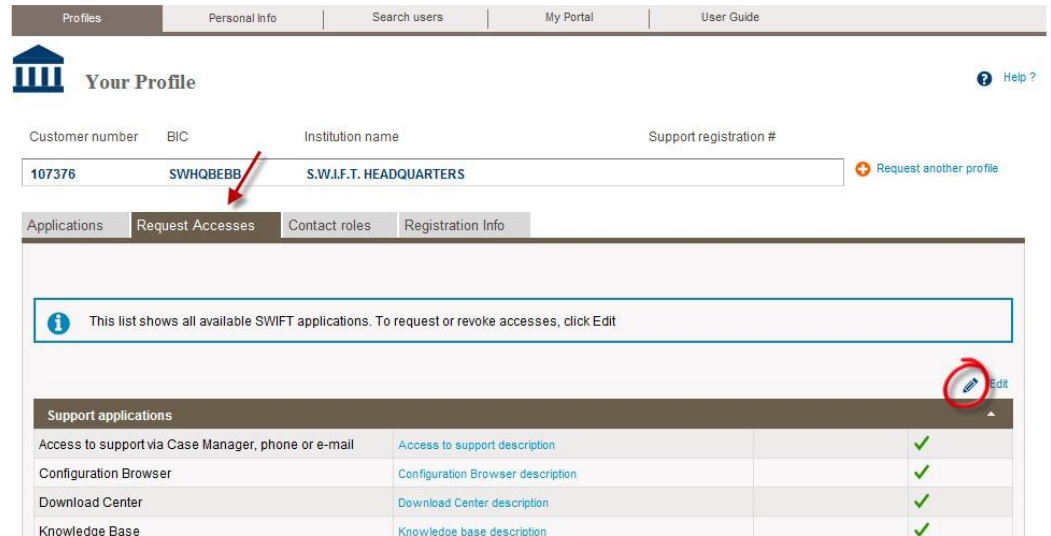

**Note** Only 1 Primary Business Contact can be appointed per institution.

Step 3 – How to have the access to "Shareholder info and EAGM"?

If you do not yet have a swift.com account, please follow process under Step 1.

Once your administrator has approved your request, log in on swift.com, click on your name as explained above and select "Request Accesses" and click on "Edit"
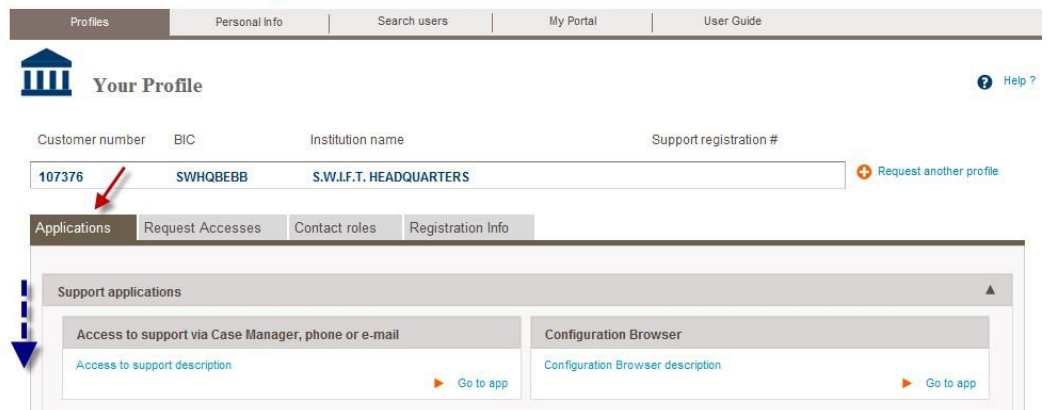

Scroll down and tick the box next to "Shareholder info and EAGM"
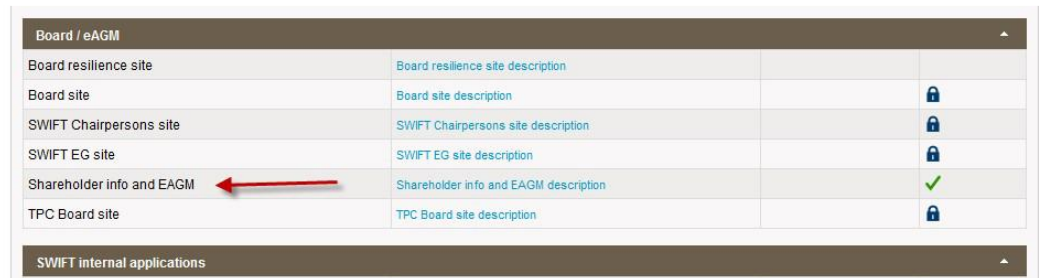
Once your request has been accepted by your administrator, it will be available from your applications menu directly
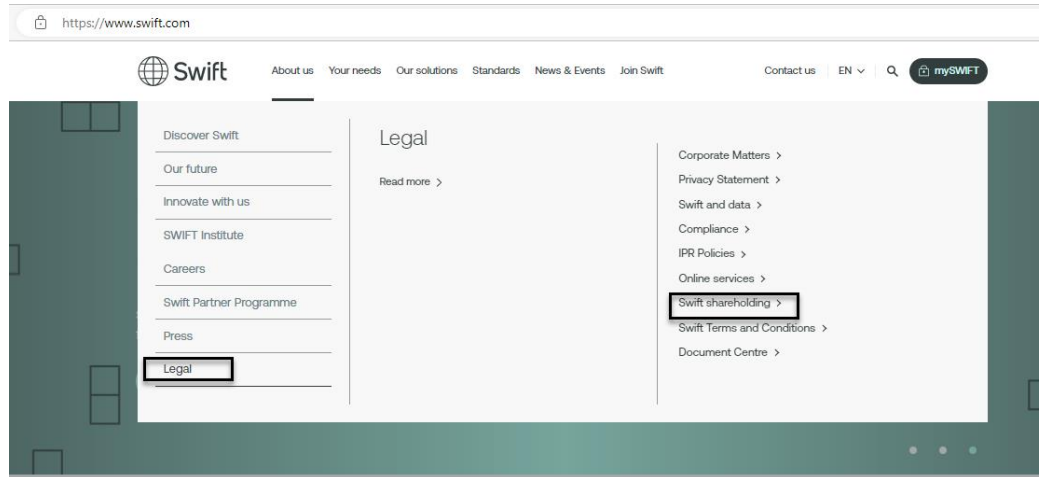

For any additional questions, please contact the SWIFT Support Centre.

2.3 Where to access the Swift shareholding tools?

All tools can be accessed via Swift shareholding | Swift or via the homepage of www.swift.com. For this, please follow the steps below:

Select About Us > Legal > SWIFT Shareholding

On the next screen, click on one of the tabs depending on which tool you wish to access:
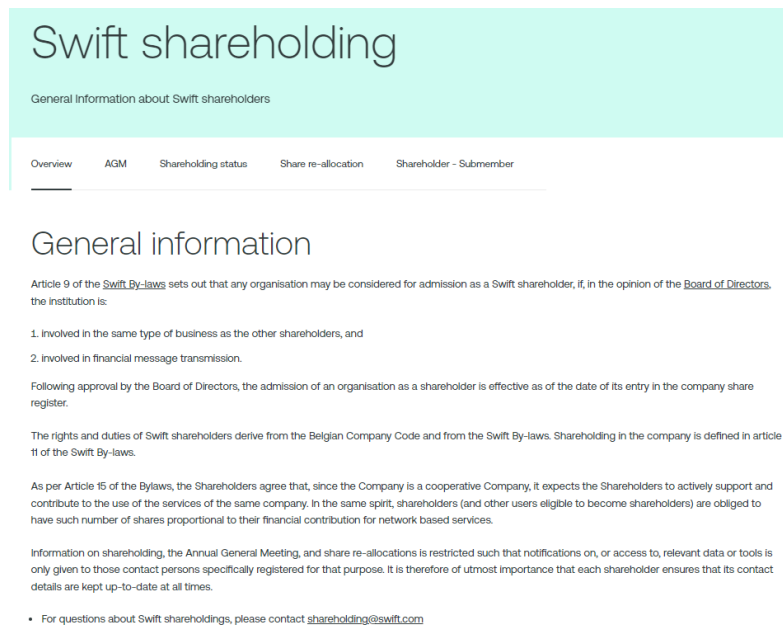
Tool name	Tool direct link	Tool purpose
AGM tool	AGM tool	To get access to the AGM documents and to submit a proxy / voting instructions
Shareholding tool	Shareholding tool	To get a status overview of the shares you hold in Swift SC.

Share reallocation tool	Share reallocation tool	To get access to the share reallocation letter and supporting documentation
Shareholder - submember	Shareholder - submember	To get access to the list of sub-members registered under a Shareholder

The website will prompt you to the login page where you need to enter your swift.com credentials.